CAREER SERVICES
FLORIDA POLYTECHNIC UNIVERSITY

Exploring Positions

Industry	Why are you interested in this industry?

Job Titles	What interests you about this job title?

Target Companies	What are their recruitment timelines? Do they require anything special in their interview process (i.e. technical interview or case interview).

Locations

Skills Assessment	
Job Title	
Skills Required (technical & soft skills)	
What skills do I have?	
Where did I learn those skills?	
Are those skills reflected on my resume?	
What skills do I need?	
How can I obtain those skills?	

Job Search Action Plan Schedule:	
How many jobs will I apply for each month?	
What is my weekly goal for job applications?	
How will I schedule my time? (ex: On Monday's I will search for positions, on Tuesday's I'll update my resume, and on Wednesday's I'll apply to positions).	

Job Search Action Plan Tracking:							
Company	**Job Title**	**Application Deadline**	**Company Website Or Handshake Link**	**What documents are required for this app?**	**Will this require a technical or case interview?**	**Have you updated your resume to the job description?**	**Date Applied**